

## **HOLY SPIRIT LUTHERAN CHURCH JOB DESCRIPTION**

**Position Description: Office Administrator**

**Status: Part-time non-exempt employee**

**Supervisor: Senior Pastor**

**Schedule: 9:00 am – 2:00pm Monday - Friday (25 hours per week)**

**Compensation: Flexible, Based on Experience and Training**

General Description: The Administrative Assistant is responsible for performing and coordinating administrative duties within the church office in support of the function of the church, its leaders, staff and members.

### Essential Functions:

1. Provide administrative support to the Pastor and other church leaders, such as typing, creating MS office documents, and handling inbound and outbound calls.
2. Organize, prioritize and coordinate all functions within the office. Create processes and take ownership of office systems.
3. Utilize audiovisual presentation software to assist with the creation of slides for worship and meetings.
4. Prepare and generate reports and extract information requested by church leaders.
5. Facilitate the coordination of and full utilization of volunteer resources to assist with administrative tasks.
6. Manage the usage of the facility and coordinate all committee, congregation and outside group meetings and ensure necessary room arrangements.
7. Respond to congregation members' inquiries and questions. Handle all inquiries in a timely and professional manner and provide updates to supervisor as needed.
8. Order office supplies with approval of senior pastor.
9. Manage church communications & membership directories using various methods including email, phone and letters.
10. Assist with the maintenance and recording of time and talent data and info retrieval.
11. Any other tasks and duties as assigned.

### Minimum Qualifications & Skills

1. Excellent computer skills including word processing, presentation creation, desktop publishing, and MS Excel. Ability to learn new software systems related to church functions.
2. Detail-oriented and demonstrate accuracy in all work produced.
3. Display professional demeanor and professional and effective communication skills with ability to maintain confidentiality.
4. Self-motivated with the ability to work independently in a high-expectation environment.
5. Exhibit credibility and an enthusiastic, positive attitude. Display poise if faced with numerous interruptions. Possess professional loyalty, flexibility and sound judgment.
6. Demonstrate excellent interpersonal skills.
7. Demonstrate excellent oral and written skills, including proven proof-reading skills.
8. Strong organizational abilities.
9. Ability to multi-task and prioritize several projects simultaneously.
10. Post high school secretarial education or equivalent training preferred.
11. 2+ years of related administrative work experience required.
12. Must be eligible to work in the United States.

Revision: 3/14/2011

HSLC Personnel Committee: Admin Assistant JD